



Civil Service Board

Regular Board Meeting Minutes

Tuesday, October 23, 2007

Chairperson Gene Strickland
Vice-Chairperson Roger Haar

Chairperson Gene Strickland called the Civil Service Board of Lakeland, Florida to order for a regular meeting, Tuesday, October 23, 2007 at 8:30 a.m. in the City Commission Conference Room, City Hall, 228 South Massachusetts Avenue, Lakeland, Florida. Present: Board Members, Robert Andrew, Robert Bertrand, Kerry Charlet, Roger Haar, Laura Hawley and Ron Tomlin.

Civil Service Director Tommy Hamrick explained to Board Members Section 1c of the Civil Service Board Meeting Agenda, "Applications processed for the months of July through September, 2007," which has been added to the Consent Agenda. The report compares the number of City employees applying for positions versus external applicants. Board Member Haar suggested that the report be summarized by month.

1. Consent Agenda - Consent agenda unanimously approved.

a. July 24, 2007 Civil Service Board Minutes

b. Certification / Applicant Referrals for July, August and September, 2007

Date Referred	Job Title	Department	Type of Requisition	Number Referred
7/2/2007	Engineer III - LE	Lakeland Electric	E	16
7/2/2007	Firefighter	Fire	E	60
7/3/2007	Engineer III - LE	Lakeland Electric	I	3
7/5/2007	Engineering Tech I - LE	Lakeland Electric	I	8
7/5/2007	Engineering Tech II - LE	Lakeland Electric	E	26
7/5/2007	Water Pipefitter I	Water Utilities	E	38
7/6/2007	Operations Support Worker I	P & R	E	193
7/11/2007	Customer Service Team Leader	Lakeland Electric	I	2
7/12/2007	Operations Support Tech II	P & R	I	14
7/12/2007	Operations Support Tech II	P & R	I	14
7/13/2007	Emergency Communications Spec	Police	E	57
7/13/2007	Pavement Marking Technician	Public Works	E	16
7/16/2007	Operations Support Tech I	P & R	E	70
7/17/2007	Business Analyst II	Lakeland Electric	E	25
7/17/2007	Driver Engineer	Fire	I	1
7/17/2007	Library Clerk	P & R	E	39
7/18/2007	Lineman 1st Class	Lakeland Electric	I	4
7/19/2007	Engineering Tech II - LE	Lakeland Electric	E	26
7/19/2007	Database Administrator II	Information Technology	I	1
7/20/2007	Statistician	Lakeland Electric	I	9
7/24/2007	Solid Waste Collector	Public Works	E	201
7/25/2007	Fire Suppression System Tech II	Public Works	E	4
7/25/2007	Cashier I	Finance	E	40
7/26/2007	Fire Suppression System Foreman	Public Works Director	I	2
7/26/2007	Crime Scene Technician I	Police Department	E	56
7/30/2007	DCT/BCE Student	Finance	E	44
7/30/2007	Solid Waste Collector	Public Works	E	201
7/31/2007	Operations Support Tech I	P & R	I	28
8/1/2007	Utilities Resource Coordinator	Lakeland Electric	I	3
8/6/2007	Power Plant Operator II	Lakeland Electric	I	1



Civil Service Board

Regular Board Meeting Minutes

Tuesday, October 23, 2007

Chairperson Gene Strickland
Vice-Chairperson Roger Haar

8/7/2007	Latent Print Examiner	Police Department	E	2
8/9/2007	Plant Helper	Lakeland Electric	E	59
8/9/2007	Plant Helper	Lakeland Electric	E	59
8/9/2007	Water Pipefitter II	Water Utilities	E	1
8/10/2007	Chief Building Official	Community Development	E	22
8/13/2007	Firefighter	Fire	E	56
8/13/2007	Operations Support Tech I	P & R	I	27
8/13/2007	Operations Support Worker I	P & R	E	192
8/15/2007	Office Associate I	Community Development	E	24
8/16/2007	Library Technical Assistant	P & R	E	58
8/20/2007	Firefighter	Fire	E	38
8/21/2007	Library Clerk	P & R	E	78
8/22/2007	Customer Service Rep I	Lakeland Electric	E	161
8/22/2007	Customer Service Rep I	Lakeland Electric	E	161
8/23/2007	Lifeguard	P & R Director	E	129
8/23/2007	Multicraft Operator	Lakeland Electric	E	7
8/23/2007	Multicraft Operator Appr I	Lakeland Electric	E	16
8/23/2007	Multicraft Operator Appr I	Lakeland Electric	E	16
8/23/2007	Multicraft Operator Appr II	Lakeland Electric	E	4
8/23/2007	Multicraft Operator Appr III	Lakeland Electric	E	3
8/23/2007	Solid Waste Collector	Public Works	E	208
8/28/2007	Solid Waste Collctn Driver I	Public Works	I	5
8/30/2007	Computer Applications Spec	Employee Relations Office	E	6
8/30/2007	Materials Reclaimer II	Lakeland Electric	I	2
8/31/2007	Water Distribution Supervisor	Water Utilities	E	10
9/4/2007	Engineer II- LE	Lakeland Electric	E	3
9/4/2007	Supervisor of Chemical Processes	Lakeland Electric	E	12
9/4/2007	Parking Svce Attendant	Public Works	E	7
9/5/2007	Engineering Tech II - LE	Lakeland Electric	E	26
9/5/2007	Lineman Apprentice	Lakeland Electric	E	123
9/5/2007	Office Associate II	Lakeland Electric	I	25
9/5/2007	Office Associate II	Risk Management	E	47
9/6/2007	Account Clerk III	Fire	E	59
9/6/2007	Executive Assistant	Lakeland Electric	E	30
9/6/2007	Solid Waste Collctn Driver I	Public Works	I	5
9/6/2007	Systems Administrator	Information Technology	E	24
9/7/2007	Systems Administrator	Information Technology	E	25
9/10/2007	Engineering Tech IV - LE	Lakeland Electric	I	1
9/11/2007	Engineer I - LE	Lakeland Electric	E	23
9/11/2007	Construction Trades Worker II	Public Works	E	11
9/12/2007	Crime Scene Technician I	Police Department	E	45
9/12/2007	Operations Support Worker II	P & R	I	45
9/13/2007	Customer Service Reprntv II	Lakeland Electric	I	9
9/13/2007	Customer Service Team Leader	Lakeland Electric	I	9
9/13/2007	Database Administrator II	Information Technology	I	1
9/13/2007	Operations Support Worker II	P & R	E	400



Civil Service Board
Regular Board Meeting Minutes
Tuesday, October 23, 2007

Chairperson Gene Strickland
 Vice-Chairperson Roger Haar

9/13/2007	Programmer III	Information Technology	I	1
9/13/2007	Utility Education Representati	Lakeland Electric	E	58
9/19/2007	Business Operations Mgr II	Lakeland Electric	E	55
9/21/2007	Civil Service Director	Civil Service	I	1
9/21/2007	Lineman 1st Class	Lakeland Electric	I	1
9/26/2007	Traffic Control Technician	Water Utilities	E	54
				3646

c. Examinations / Assessment Centers, July through August, 2007

Date	Test	Job Code	Number Tested
7/6/2007	Pavement Marking Technician	8072	15
7/10/2007	Statistician	6031	20
7/12/2007	Library Technical Assistant	5007	15
8/10/2007	Multicraft Apprentice/Operator	7105/7106	10
8/23/2007	Computer Applications Specialist	2033	9
8/15/2007	Water Distribution Supervisor	3080	10
8/24/2007	Employee testing	~	54
8/28/2007	Lineman Apprentice	7030	65
8/28/2007	Materials Reclaimer II	7036	2
9/4/2007	Chief Building Inspector	3828	3
	Multicraft Apprentice/Operator		
9/10/2007	Phase 2	7105/7106	4
9/13/2007	Chief Building Inspector	3828	2
9/14/2007	Troubleman	7109	10
9/21/2007	Traffic Control Technician	8070	32
9/28/2007	Meter Technician	7039	58
	TOTAL		309

d. Applications processed for the months of July through September, 2007.

	Employee	External Applicant	Total
7/2/2007		0	24
			24



Civil Service Board
Regular Board Meeting Minutes
Tuesday, October 23, 2007

Chairperson Gene Strickland
Vice-Chairperson Roger Haar

7/3/2007	16	14	30
7/5/2007	3	21	24
7/6/2007	12	11	23
7/9/2007	9	42	51
7/10/2007	1	21	22
7/11/2007	1	15	16
7/12/2007	1	22	23
7/13/2007	5	10	15
7/16/2007	4	16	20
7/17/2007	5	14	19
7/18/2007	8	12	20
7/19/2007	3	18	21
7/20/2007	4	7	11
7/23/2007	7	22	29
7/24/2007	5	25	30
7/25/2007	5	20	25
7/26/2007	5	30	35
7/27/2007	4	18	22
7/30/2007	4	16	20
7/31/2007	4	16	20
8/1/2007	2	20	22
8/2/2007	5	26	31
8/3/2007	2	6	8
8/6/2007	14	32	46
8/7/2007	47	15	62
8/8/2007	56	16	72
8/9/2007	29	27	56
8/10/2007	20	5	25
8/13/2007	4	32	36
8/14/2007	11	29	40
8/15/2007	9	40	49
8/16/2007	4	37	41
8/17/2007	2	14	16
8/20/2007	17	25	42
8/21/2007	15	24	39
8/22/2007	17	55	72
8/23/2007	7	32	39
8/24/2007	19	22	41
8/27/2007	19	29	48
8/28/2007	21	13	34
8/29/2007	1	25	26
8/30/2007	14	14	28
8/31/2007	6	9	15
9/4/2007	6	9	15
9/5/2007	6	16	22
9/6/2007	2	40	42
9/7/2007	3	24	27
9/10/2007	8	23	31



Civil Service Board
 Regular Board Meeting Minutes
 Tuesday, October 23, 2007

Chairperson Gene Strickland
 Vice-Chairperson Roger Haar

9/11/2007	5	16	21
9/12/2007	21	85	106
9/13/2007	14	72	86
9/14/2007	3	17	20
9/17/2007	3	22	25
9/18/2007	7	22	29
9/19/2007	5	12	17
9/20/2007	2	21	23
9/21/2007	4	30	34
9/24/2007	5	35	40
9/25/2007	6	20	26
9/26/2007	12	36	48
9/27/2007	6	23	29
9/28/2007	4	26	30
Total	569	1,490	2,059

e. Revision of Class Specifications: July through August, 2007

8042	Operations Support Worker II	7/7
7022	Maintenance Tech - TLC	7/7
803205	Operations Support Supervisor II - TLC	7/7
302711	Engineering Tech I - PW	7/7
302811	Engineering Tech II - PW	7/7
302911	Engineering Tech III - PW	7/7
303011	Engineering Tech IV - PW	7/7
3066	Power Pool Coordinator	7/7
	Business Operations Manager II - Corporate	7/7
2262		7/7
5027	Pension Benefits Administrator	7/7
6093	Pension Benefits Assistant	7/7
2245	Pension Benefits Manager	7/7
7109	Troubleman	7/7
2138	Systems and Programming Manager	8/7
8099	Guest Services Supervisor	8/7
6089	Office Associate I	8/7
6088	Office Assistant II	8/7
6087	Office Assistant I	8/7
608909	Office Associate I - Cleveland Heights	8/7
200309	Accountant III - Cleveland Heights	8/7
3141	Database Administrator II	8/7
3098	Programmer III	8/7
3082	Programmer II	8/7
3081	Programmer I	8/7
2257	Database Manager	8/7
2137	Systems Analyst	8/7



Civil Service Board
Regular Board Meeting Minutes
Tuesday, October 23, 2007

Chairperson Gene Strickland
Vice-Chairperson Roger Haar

3140	Database Administrator I	8/7
2253	Civilian Background Investigator	9/7
4008	Firefighter	
7089	Water Plant Supervisor	9/7
7088	Water Plant Operator II	9/7
4013	Driver Engineer	9/7
2035	Fire Lieutenant	9/7
4009	Police Officer	9/7
4010	Police Sergeant	9/7
2061	Police Lieutenant	9/7

2. **Civil Service Director Tommy Hamrick presented a slide show regarding Civil Service Rules and responsibilities. Mr. Hamrick also discussed the HR reorganization and the reshuffling of responsibilities between the Employee Relations and Civil Service Departments. Mr. Hamrick said that the Employee Relations Department is responsible for employee engagement, employee policies and benefits, employee training, labor relations, and service awards. Mr. Hamrick discussed the recruitment and assessment areas of the Civil Service Dept. and the duties of each division.**

Board Members requested copies of the City Charter and the Civil Service Rules. There will be a discussion of the Board's responsibility at the next Board meeting.

Civil Service Director Hamrick discussed the City's Pay Plan and the Broad Banded positions. He said that there are 18 steps in the Play Plan with 2 ½% between each pay step. He said that there is a 50% range from lowest to highest. The Broad Banded positions have more fluctuation with an 86% range from lowest to highest.

3. **Miscellaneous - The next Civil Service Board meeting is tentatively scheduled for November 27, 2007**
4. **Adjournment - Upon motion meeting adjourned.**